Captain's Call

Navy Mandates Electronic Service Records Accounts Fleetwide

The Chief of Navy Personnel released a NAVADMIN Feb. 5, announcing the requirement for all active-duty and Reserve personnel to establish and maintain a self-service Electronic Service Record (ESR) account within the next 60 days. The requirement date for Sailors serving at sea and without connectivity to establish and ESR is 60 days upon return to homeport.

The Navy first implemented ESRs in 2006. The ESR provides individual Sailors, Personnel Support Activity Detachments (PSD), personnel offices holding service records, Navy Operational Support Centers, and customer commands of PSDs, with secure worldwide Internet access to personnel, training, and awards data. The ESR replaces the paper service record as the single field level data entry point for service record maintenance. Commands are required to use all available ESR functionality.

Self-service accounts can be created at https://nsips.nmci.navy.mil or on the Navy Standard Integrated Personnel System (NSIPS) ESR server on board ship. Commanding officers, executive officers and command master chiefs can obtain command level view only access by completing the NSIPS/ESR system authorization request and contacting their local NSIPS area manager. This access provides the user view only capability for all ESR accounts within their UIC(s).

All commands responsible for service record entries are required to initiate updates in NSIPS ESR, however official military personnel file requirements remain unchanged. NSIPS ESR is the data entry point for electronic service record maintenance. Sailors are responsible for the accuracy of their ESR and must contact the servicing personnel office if any information is incorrect.

For more information read NAVADMIN 043/09, http://www.npc.navy.mil/NR/rdonlyres/E434A6D2-021E-4E08-89CB-8FEA2F5408BD/0/NAV09043.txt